

Phoenix Program Process Definition – Accounts Receivable

Process	<i>Entering Receivables</i>
Process Number	<i>AR – 002</i>

Description of Process

The PeopleSoft Enter Receivables menu contains two kinds of panel groups: Online and External (Offline Interface). These two menu types, while differing in function, use the same panels (in slightly different groupings). You'll enter receivables, expense credits or delete accounts receivable entries on these panels as follows:

- Group Control: Header information and control totals for a pending item group.
- Pending Item 1: Assorted data for each pending item in a group, such as entry type and reason, payment terms.
- Pending Item 2: Correspondence information.
- Pending Item 3: Item reference number, if any.
- Group Action: Group level action for the pending item group—balancing or deleting item groups, choosing a posting action like 'do not post' or 'post later'.

Input to Process

- **Online** groups are entered using the Online menu options. Using the Online menus you can enter new groups of receivable (pending) items, update existing receivable (pending) items, add a pending item to an existing group, make corrections uncovered by posting, or change the posting action for a group.
- The **External** menus enable you to update existing groups that have been received from an external source, such as an external offline interface.

Output of Process

All new items (online / external) are ready to go through the receivable update and budget checking process in the nightly batch cycle.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Enter Receivable / Use	Online Pending Item Entry

Phoenix Program Process Definition – Accounts Receivable

Business Process Description

Process Description	Responsibility (Agency/Centralized)
<u>Step 1: Online Item Dialog Box.</u> Enter the Business Unit. The system will then generate the Group ID for new receivable items. The Group ID field should show NEXT and will assign the next number next to previous group id. This is the first dialog box you need to enter data.	Agency
<u>Step 2: Complete information on Group Control Panel.</u> The Accounting date will default to current date, but can be modified as needed. This accounting date has to be synchronized with GL module so that the accounting date will stay within the open period. Group type, Origin ID, Control totals and Control currency must be filled in because they are required fields.	Agency
<u>Step 3: Complete information on Pending Item 1 Panel</u> Fields such as Item ID, Customer number, Amount, Entry type, Reason codes and Accounting date are required fields. AR Distribution Code is also a required field and needs to be filled in unless it is defaulted when the entry type/reason code is entered. Payment terms, due days, due dates, PO Reference number (purchase order, if any), document number (any identifier for internal control) and order number (sequence on invoice number) are not required, but it is recommended to use these features, so that an item can be easily traced back in the system.	Agency

Phoenix Program

Process Definition – Accounts Receivable

Step 4: Balance and Post new Item

Select Balance to have the system balance the group. If the control amount matches with the entered amount – system then assign a group id and if not, system shows the error message saying “control amount didn’t match with entered amount”. At this point in time, the end user needs to go back to pending item 1 panel to review what was entered earlier. This option updates the entered fields on the group Control panel to confirm that the control amount and count equal the Entered amount and count. If you happened to select delete, the system deletes the entire group of pending items. Select Post Later to set a group to post. The system first attempts to balance the group. If the group is out of balance, you will receive an error message and the group cannot be posted until you correct the error in the previous pending item 1 panel. You’ll receive an error message if you select Post Now or Post Later for a group that fails the balancing edits. To see which pending item groups will be posted during the Receivable Update program, choose Inquire, Groups Set To Post.

Select Do Not Post in a situation where an end user has to stop entering receivables in the middle of a group and needs to come back in later to finish up. This option allows users to take time to review and carefully enter receivables in the system. To see groups that are not yet set to post, choose Inquire, Groups Not Set To Post.

Agency

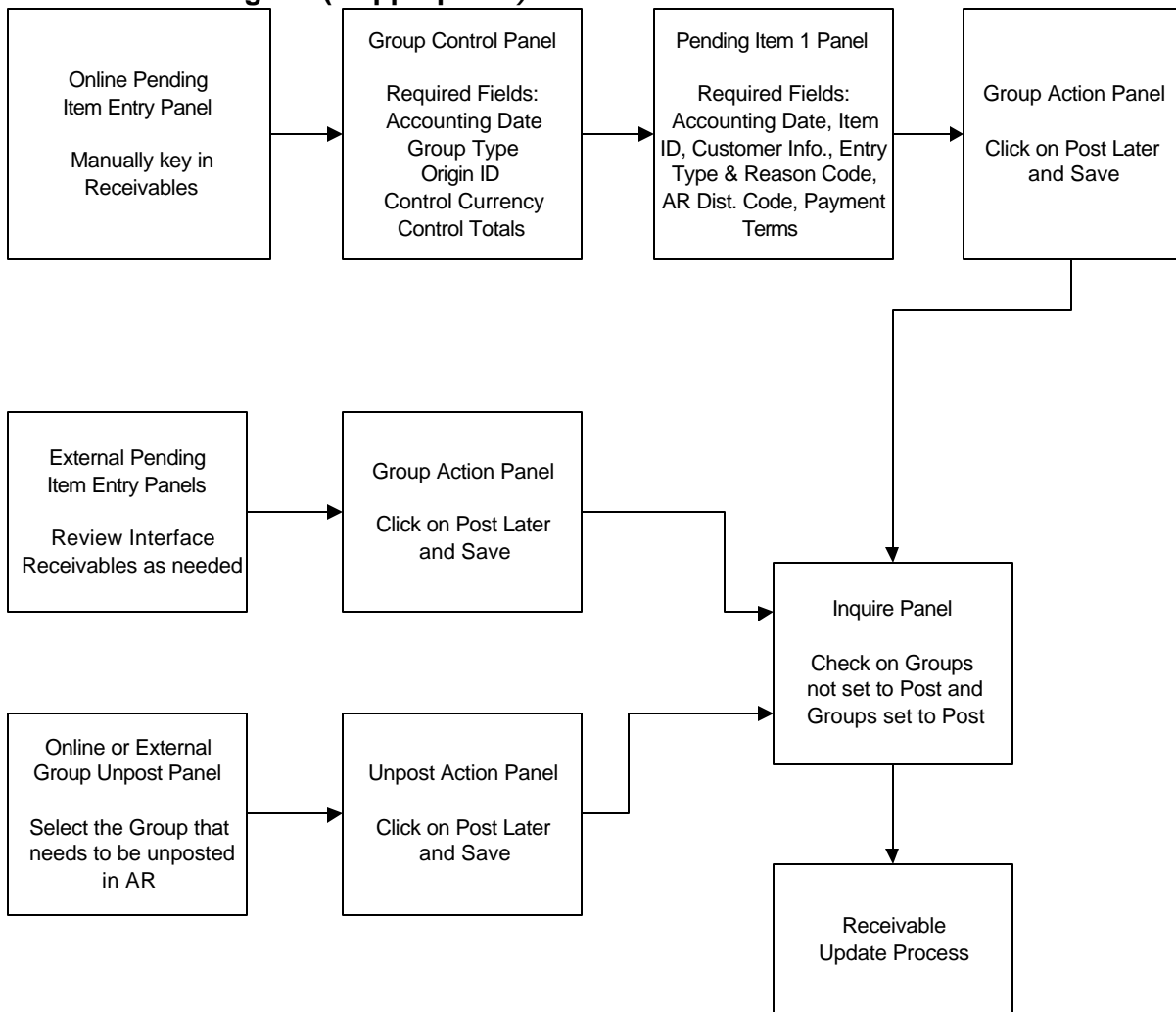
Forms Used with Process (#)

N/A

Phoenix Program

Process Definition – Accounts Receivable

Process Flow Diagram (if appropriate):



Process Signoff

Tested By
Date Tested